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ADMINISTRATIVE INSTRUCTION
NO. 30-5/4

____ February 1949

SUBJECT: Time and Attendance Reports - Hours of Duty

1. The hours of duty shown on Standard Forms 1130, Time and Attendance Report, must be shown in terms of Standard rather than Daylight Saving Time for employees whose tours of duty are other than the normal official working hours, (0830 - 1700).

2. This requirement is based upon a ruling of the Comptroller General of the United States, B-76819, dated 3 January 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]
Acting Executive

STAT

OBK/VLB:bme

STAT cc: Saunders via [redacted]
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